

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

| | | | |
|---|--|---|----------------------------|
| (1) DEPARTMENT Human Resources | (2) MEETING DATE 3/17/2015 | (3) CONTACT/PHONE Tami Douglas-Schatz, Human Resources Director 781-5959 | |
| (4) SUBJECT Submittal of a resolution amending the Position Allocation List for Fund Center 112 - Human Resources by deleting a 1.00 FTE Supervising Administrative Clerk I Confidential position and adding a 1.00 FTE Administrative Services Officer II position. All Districts. | | | |
| (5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the Position Allocation List for Fund Center 112 – Human Resources to delete a 1.0 FTE Supervising Administrative Clerk I Confidential (SAC) and add a 1.0 FTE Administrative Services Officer II (ASO) to support the Human Resources Department. All Districts. | | | |
| (6) FUNDING SOURCE(S) General Fund | (7) CURRENT YEAR FINANCIAL IMPACT \$0.00 | (8) ANNUAL FINANCIAL IMPACT \$13,424.00 | (9) BUDGETED? No |
| (10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____) | | | |
| (11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A | | | |
| (12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A | | (13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A | |
| (14) LOCATION MAP N/A | (15) BUSINESS IMPACT STATEMENT? No | (16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____ | |
| (17) ADMINISTRATIVE OFFICE REVIEW | | | |
| (18) SUPERVISOR DISTRICT(S) All Districts | | | |

County of San Luis Obispo



TO: Board of Supervisors

FROM: Tami Douglas-Schatz, Human Resources Director
781-5959

DATE: 3/17/2015

SUBJECT: Resolution amending the Position Allocation List (PAL) for Fund Center (FC) 112 - Human Resources by deleting a 1.0 FTE Supervising Administrative Clerk I Confidential position and adding a 1.0 FTE Administrative Services Officer II position. All Districts.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the Position Allocation List for FC 112 – Human Resources to delete a 1.0 FTE Supervising Administrative Clerk I Confidential (SAC) and add a 1.0 FTE Administrative Services Officer II (ASO) to support the Human Resources Department. All Districts.

DISCUSSION

In 2008, the Human Resources Department, faced with mid-year budget cuts, chose to cut an ASO position that had recently been vacated. Elimination of this position, and 1.5 additional FTE were necessary to meet the County's budget cut requirements. The ASO functioned as an office manager, overseeing all ongoing financial transactions of the Human Resources operations, preparing the periodic budget updates and submittal documents, and supervising front office staff.

In the absence of the ASO, Human Resources has dispersed that position's duties among existing staff. The County Safety Officer prepares the Human Resources Budget, budget updates and other related submittals. Risk Management staff support the budget process, prepare RFPs, and serve as a knowledge base for front office staff who perform ongoing financial transactions related to HR operations. A SAC hired to serve the Civil Service Commission is called upon to supervise front office staff and oversee departmental contractual arrangements. Despite harboring several Internal Service Funds with county-wide impact, the Human Resources Department is the only County department that produces its annual budget without the services of an internal accountant or administrative services officer. The Administrative Office has recognized the impacts of having the budget prepared by non-accounting staff.

Human Resources is the only County department that operates without a dedicated in-house accountant/ office manager staff member capable of integrating the budget, financial, and operations management of the department. Human Resources needs the capability (in particular the accounting and budget preparation skills) of an ASO in this role. Presently, Human Resources diverts time from the Safety Officer, Liability Analyst, Work Comp Analyst and administrative staff to manage ongoing fiscal affairs and assemble the annual budget. The request, if granted, will allocate 1 FTE Administrative Services Officer II to the Human Resources Department.

OTHER AGENCY INVOLVEMENT/IMPACT

This request has been reviewed and endorsed by the Administrative Office.

FINANCIAL CONSIDERATIONS

Current year costs for the ASO II position will be \$2,274 higher than for the SAC I Confidential, and Human Resources has existing salary savings to cover this cost for the remainder of FY 2014/15. No General Fund increase is requested at

this time. The annual financial impact of the ASO II position - \$103,560 - will be offset by the savings realized in deleting the existing SAC position (\$90,136). The net cost of this request is an increase of \$13,424 annually to the General Fund, and this amount has been incorporated into the requested FY 2015-16 budget.

RESULTS

At the present time, the Human Resources budget is prepared by the HR Director, the Safety Officer, and 2 Risk Management Analysts. This team has produced good results for the department in terms of budget resources, but the time required to produce the budget has been drawn from duties each of these professionals would otherwise have completed. As a result of this request, Human Resources is expected to more efficiently produce its budget submittals in a consistently timely manner with fewer post-submittal revisions, maintain enhanced day-to-day control over fiscal and contractual matters, and train/ supervise support staff on accounting-related tasks such as accounts payable. Additionally, staff who currently produce the Human Resources budget will be able to re-dedicate that time to their principle duties.

ATTACHMENTS

1. Resolution Amending the Position Allocation List for Fiscal Year 2014-15